

## ACADEMIC INTEGRITY POLICY

### Academic Integrity Violation Defined

A violation of academic integrity involves any activity that seeks to gain credit for work one has not done or to deliberately damage or destroy the work of others. It includes, but is not limited to, the following:

- Plagiarism—the misrepresentation, either by intent or negligence, of another’s ideas, phrases, discourse, or works as one’s own.
- Cheating—the act, or attempted act, of giving or obtaining aid and/or information by illicit means in meeting academic requirements, including examinations.
- Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic sense in any academic exercise.

Examples of academic dishonesty include, but are not limited to:

- copying from another student's paper, laboratory report, or other report, or computer files and listings
- using, during a test or laboratory experiment, material and/or devices not authorized by the person in charge of the test
- without the instructor's permission, collaborating with another, knowingly assisting another or knowingly receiving the assistance of another in writing an examination or in satisfying any other course requirements
- incorporating into written assignments materials written by others without giving them credit, or otherwise improperly using information written by others (including that which might be stored on computer disks or other technological devices); buying and submitting commercially prepared papers as one's own
- submission of multiple copies of the same or similar papers without prior approval of the several instructors involved
- claiming as one's own work that which was done by tutors or others with no mention of credit to or the assistance of those persons
- deliberately damaging or destroying another's laboratory experiments, computer work or studio work
- knowingly obtaining access to, using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release
- substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation
- intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- forgery, alterations, or misuse of University documents
- falsifying information submitted or failure to reveal relevant information in any University application form or offering any false information in any University disciplinary proceeding

### **Academic Integrity Policy**

This policy applies to all courses offered in the CBPA, regardless of the status of the student involved and the college/school of the student.

If it is determined by an instructor that a student has violated academic integrity, it is the prerogative of the instructor to assign a penalty. Possible penalties are a reprimand, a grade reduction (including the possibility of a failing grade), and dismissal from the course with a failing grade. The penalty for violating academic integrity will vary from incident to incident depending upon the scope and magnitude of the offense and the circumstances in which it occurred; upon the prior record of the student being penalized; and upon evidence suggesting the existence or absence of a pattern of violations in the academic performance of the student committing the offense.

If a penalty for the violation of academic integrity is imposed by the instructor, the incident must be reported immediately in writing to the Associate Dean of the College of Business and Public Administration. The report must, at a minimum, state the nature of the misconduct and the penalty assigned. The Associate Dean will report the incident to the proper University system, which will be accessible only to individuals who proper authority. If the student is not enrolled in the College of Business and Public Administration, the Associate Dean will report the incident for information purposes to the Associate Dean of the college/school in which the student is enrolled.

Upon receipt of a report, either from a CBPA instructor or concerning a CBPA student taking a course in another college/school, the Dean's Office may concur with the action taken by the instructor or impose or recommend further disciplinary action. Further action may include probation, suspension, or dismissal from the University. If the student is a CBPA student, the Dean's Office may impose further disciplinary action. If the student is not a CBPA student, the Dean's Office may recommend further disciplinary action to the student's college/school. Within 14 calendar days of the receipt of the report from the instructor, the Dean's Office will notify the student in writing regarding his/her concurrence with the penalty imposed by the instructor or the imposition/recommendation of any additional penalty. Any additional disciplinary action imposed by the Dean's Office or recommended by the Dean's Office to another college/school also will be reported to the Provost.

If the student wishes to appeal the instructor's determination of a violation of academic integrity and/or the penalty imposed by the instructor or if the student wishes to appeal any additional penalty imposed by the Dean's Office, the grievance procedure provided will be followed.

### **Academic Integrity Appeals**

Students can appeal a penalty imposed by an instructor, or further disciplinary action by the Dean's Office for academic integrity violations. Appeals must have substantial evidence that there was no violation of the academic integrity policy and will consist of the following two steps.

#### **Step One**

No later than 14 calendar days after the notification to the student of the academic integrity violation, the student must provide a written complaint to the Associate Dean stating specifically in what way the student has been wronged, indicating supporting evidence, and explaining the corrective action desired by the student. Receipt of the complaint will be acknowledged in writing. The Associate Dean will then

convene an Appeals Panel from the membership of the Academic Integrity and Appeals Committee within 14 calendar days. If the Associate Dean is the faculty member involved in the circumstance, the Dean of the College of Business and Public Administration will complete this step.

### **Step Two**

The Appeals Panel will consist of two faculty members and one student from the Academic Integrity and Appeals Committee. The student member should be of the same status (undergraduate or graduate) as the student bringing the appeal. The Appeals Panel will conduct whatever investigation it deems necessary and determine a date for a hearing. The chair of the Appeals Panel will notify the student of the date of the hearing. The hearing will follow the guidelines outlined below in this document. The Panel will make a written recommendation to the Dean regarding the disposition of the complaint. The Dean will review the recommendations of the Appeals Panel and provide a written conclusion to the student and the instructor. If after appeal, it is determined that there is insufficient evidence of a violation of academic integrity, the instructor is bound by that finding and may only evaluate the assignment as to its content or other time-honored bases of academic evaluation.

### **Guidelines Related to Hearings from the Appeals Panel**

- The hearing shall be private; it shall be attended only by the members of the Appeals Panel, the student, and the instructor or administrator involved; there may be advisors for the Committee, the student, and the instructor/administrator, and when called, witnesses for the parties. However, a party's advisor may not serve as a witness.
- At the request of either party or the Panel, the proceedings shall be recorded; a written transcript shall not be required.
- The hearing shall begin with the presentation of an opening statement by the instructor/administrator, summarizing concisely the basis of the actions taken or the practices at issue.
- The student shall then present an opening statement, summarizing concisely the basis of the appeal.
- The instructor/administrator may support his or her presentation by the testimony of witnesses and by other evidence. The student and the Panel members may question the instructor/administrator and the witnesses; the student's advisor or counsel may not question the instructor/administrator or the witnesses.
- The student may support his/her presentation by the testimony of witnesses or other evidence. The instructor/administrator and the Panel members may question the student and the witnesses, the instructor's advisor or counsel may not question the student or witnesses.
- At the close of the evidence presented by the student, the instructor/administrator shall be given the opportunity to introduce rebuttal testimony, which must be limited to any matters that have been raised in the testimony presented by or on behalf of the student.
- After all evidence has been presented, the instructor/administrator may make a final argument, after which the student may make a final argument.
- After due deliberation, the Panel shall report its findings, in writing, to the student, the instructor/administrator, the Assistant Dean for Student Affairs (if an undergraduate student is involved), the Assistant Dean of Graduate and Professional Programs (if a graduate student is involved), and the Dean.